



CONTINUOUS EXAMINATION OPEN SPOT EXAMINATION FOR DEPARTMENT OF STATE HOSPITALS-ATASCADERO, COALINGA, METROPOLITAN, NAPA, PATTON, SALINAS VALLEY, STOCKTON AND VACAVILLE

CLINICAL SOCIAL WORKER (HEALTH/CORRECTIONAL FACILITY) - SAFETY

www.dsh.ca.gov

The Department of State Hospitals is an Equal Employment Opportunity employer committed to ensuring the rights of every applicant and employee to work in an environment free from unlawful discrimination and harassment and without regard to race, color, sex/pregnancy, gender, age religion, marital status, national origin, ancestry, disability, medical condition, political affiliation or opinion, or sexual orientation.

It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

EXAMINATION TYPE

This is an open examination for the Department of State Hospitals. Examination and/or Employment Applications will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY

Please submit an Examination and/or Employment Application (STD. 678) form to the address indicated below. **DO NOT SUBMIT EXAMINATION AND/OR EMPLOYMENT APPLICATION FORMS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.**

NOTE: All Examination and/or Employment Application forms must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Examination and/or Employment Application forms received without this information will be rejected. Resumes will not be accepted in lieu of a completed Examination and/or Employment Application (STD. 678) form.

WHERE TO APPLY

MAIL OR HAND DELIVER EXAMINATION AND/OR EMPLOYMENT APPLICATION FORMS TO:

**DSH-ATASCADERO
EMPLOYMENT OFFICE
P.O. BOX 7005
ATASCADERO, CA 93423-7001
(805) 468-3384 / TDD (805) 468-2009**

**DSH-COALINGA
SELECTION SERVICES UNIT
P.O. BOX 5002
COALINGA, CA 93210
(559) 935-4305 / TDD (559) 935-7120**

**DSH-METROPOLITAN
SELECTION SERVICES UNIT
11401 SOUTH BLOOMFIELD AVENUE
NORWALK, CA 90650
(562) 863-7011 / TDD (562) 863-1743**

**DSH-NAPA
PERSONNEL OFFICE
2100 NAPA-VALLEJO HIGHWAY
NAPA, CA 94558
(707) 253-5611 / TDD (707) 253-5768**

**DSH-PATTON
HUMAN RESOURCES-EXAMS/HIRING
3102 EAST HIGHLAND AVENUE
PATTON, CA 92369
(909) 425-7000 / TDD (909) 862-5730**

**DSH-SALINAS VALLEY
SELECTION SERVICES UNIT
P.O. BOX 1080
SOLEDAD, CA 93960
(831) 678-5500 EXT. 7335**

**DSH-STOCKTON
SELECTION SERVICES UNIT
1600 9TH STREET, RM 121
SACRAMENTO, CA 95814
(916) 651-8832**

**DSH-VACAVILLE
SELECTION SERVICES UNIT
P.O. BOX 2297
VACAVILLE, CA 95696
(707) 449-6514**

California Relay for the hearing impaired:
From a TDD Phone (800) 735-2929
From a Voice Phone (800) 735-2922

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**CLINICAL SOCIAL WORKER
(HEALTH/CORRECTIONAL FACILITY) - SAFETY**

XP35/9872

FINAL FILING DATE: CONTINUOUS

EXAMINATION ELIGIBILITY LIMITATION	A candidate may be tested only once during any testing period. The testing period for this classification is once every 12 months. If you have taken an examination for this classification with the Department of State Hospitals, Atascadero, Coalinga, Metropolitan, Napa, Patton, Salinas Valley, Stockton, or Vacaville within the last 12 months, you are not eligible to compete in this examination.	
FINAL FILE DATE	Continuous Testing – No Final File Date. Testing is considered continuous as dates can be set at any time.	
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark “yes” on Question #2 on the Examination and/or Employment Application form. The Selection Services Unit will contact you to make special testing arrangements.	
IDENTIFICATION REQUIRED	Note: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.	
EXAMINATION DATES	Qualifications Appraisal: Interviews are scheduled as conditions warrant. Candidates are notified, by mail, a minimum of two (2) weeks prior to their scheduled interview.	
SALARY RANGE	<u>Range P:</u> \$5,551 - \$7,084*	<u>Range U:</u> \$5,586 – \$6,746*
	<u>Range Q:</u> \$5,971 - \$7,595*	<u>Range V:</u> \$5,687 - \$7,233*
	Salinas Valley, Stockton**, and Vacaville	Atascadero, Coalinga, Metropolitan, Napa, and Patton
	The salaries used in the bulletin may not reflect all pay raises or any additional bonuses. You should verify the salary level(s) with the department personnel office before making any commitments.	
	*Through June 30, 2013, full-time employees' monthly pay will be reduced by 4.62% in exchange for eight (8) hours of leave. Part-time employees shall be subject to the pay reduction on a pro-rated basis consistent with their time base. The salary above does not reflect this reduction.	
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	**Anticipated salary range for Stockton, pending CalHR approval.	
	It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your Examination and/or Employment Application form indicates that you have <u>read</u> , <u>understood</u> , and <u>possess</u> the basic qualifications required.	
	NOTE: All applicants must meet the education and/or experience requirements for this examination by the testing deadline established by the testing office.	
MINIMUM QUALIFICATIONS	Possession of a valid license as a Licensed Clinical Social Worker issued by the California Board of Behavioral Science. [Individuals who do not qualify for licensure by the California Board of Behavioral Science may be admitted into the examination and may be appointed but must secure a valid license within four years of appointment; however, an individual can be employed only to the extent necessary to be eligible for licensure plus one year. An extension of the waiver may be granted for one additional year based on extenuating circumstances, as provided by Section 1277(e) of the Health and Safety Code. The time duration for unlicensed employment does not apply to active doctoral candidates in social work, social welfare, or social service, until the completion of such training.] [Unlicensed individuals who are recruited from outside the State of California and who qualify for licensure may take the examination and may be appointed for a maximum of one year at which time licensure shall have been obtained or the employment shall be terminated; an extension of the waiver may be granted for an additional one year based on extenuating circumstances, as provided by Section 1277(e) of the Health and Safety Code. Individuals granted an additional one year based on extenuating circumstances may be appointed for a maximum of two years at which time licensure shall have been obtained or the employment shall be terminated. Additionally, they must take the	

	<p>licensure examination at the earliest possible date after the date of employment.] AND</p> <p>Education: Completion of a master's degree program from an accredited school of social work, approved by the Council on Social Work Education.</p>
SPECIAL PERSONAL CHARACTERISTICS	<p>An objective and empathic understanding of individuals with the mental, developmental, or physical disabilities; flexibility to alter hours as needed; tolerance; ability to handle stressful situations; and respect for persons from diverse backgrounds.</p>
SPECIAL PHYSICAL CHARACTERISTICS	<p>Persons appointed to the class of Clinical Social Worker (Health/Correctional Facility) Safety are reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful situations encountered on the job without compromising their health and well-being or that of their fellow employees, patients, or inmates.</p> <p>Assignments may include sole responsibility for the control of patients, clients, or inmates and the protection of personal and real property.</p>
DRUG TESTING REQUIREMENT	<p>Applicants for positions in these classes are required to pass a drug-screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.</p>
POSITION LOCATION(S)	<p>Positions exist at Atascadero, Coalinga, Metropolitan, Napa, Patton, Salinas Valley, Stockton and Vacaville.</p>
EXAMINATION INFORMATION	<p>This examination may consist of a Qualifications Appraisal Interview weighted 100%.</p> <p>If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.</p> <p>In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Candidates who do not appear for the interview will be disqualified.</p>
EXAMINATION SCOPE	<p style="text-align: center;">Qualifications Appraisal – Weighted 100%</p> <p>Knowledge of:</p> <ol style="list-style-type: none">1. Principles, techniques, and trends and literature of social work with particular reference to clinical social work.2. Psycho/social aspects of mental disabilities.3. Community organization principles.4. Scope and activities of public and private health and welfare agencies.5. Characteristics of mental disabilities.6. Current trends in mental health, public health and public welfare, and Federal and State programs in these fields. <p>Ability to:</p> <ol style="list-style-type: none">1. Utilize and effectively apply the required technical knowledge.2. Establish and maintain the confidence and cooperation of persons contacted in the work.3. Secure accurate psycho/social data and record such data systematically.4. Prepare clear, accurate, and concise reports.5. Work with family and community agencies in preparation for discharge.6. Develop and implement programs.7. Provide professional consultation.8. Analyze situations accurately and take effective action.9. Communicate effectively.
ELIGIBLE LIST INFORMATION	<p>Departmental open eligible lists will be established for the Department of State Hospitals-Atascadero, Coalinga, Metropolitan, Napa, Patton, Salinas Valley, Stockton, and Vacaville. The eligible lists will be used to fill vacancies at Atascadero, Coalinga, Metropolitan, Napa, Patton, Salinas Valley, Stockton, and Vacaville. Names of successful competitors are merged onto the list in order of final score, regardless of date. Eligibility expires 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.</p>

**VETERANS
PREFERENCE**

Veterans preference credit will not be granted in this examination since it does not qualify as an entrance examination under the law.

GENERAL INFORMATION

For an examination without a written feature it is the competitor's responsibility to contact the Department of State Hospitals, Selection Services Unit at (916) 651-8832 three weeks after the application deadline date if she/he has not received a progress notice.

If a competitor's notice of oral interview or performance test fails to reach her/him prior to the day of the interview due to a verified postal error, she/he will be rescheduled upon written request.

Examination and/or Employment Application (STD. 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, the Department of State Hospitals, and accessible on the internet at www.CalHR.ca.gov.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Competitors who pass will be ranked according to their scores.

The Department of State Hospitals reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of competitors and conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Veterans' Preference: California law limits the granting of veterans preference credits to entrance examinations. Veterans, widows, widowers, and the spouse of a disabled veteran may qualify for veterans' preference credits in Open entrance examinations (15 points for disabled veteran; 10 points for other veterans). Applicable points will be added to the final score of all candidates who are successful in this examination, and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, **CURRENT CIVIL SERVICE EMPLOYEES WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' PREFERENCE CREDITS.** Directions on how to apply for veterans' preference credits are on the Veterans' Preference Application Form (Form 1093) which is available from California Department of Human Resources, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways; 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the Examination and/or Employment Application (STD. 678) form. (Section 4 of Article VII of the California Constitution is posted at the California Department of Human Resources, 1515 S Street, Sacramento, CA 95811.)

DEPARTMENT OF STATE HOSPITALS

Selection Services Unit
1600 9th Street, Room 121
Sacramento, CA 95814

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.
From TDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922